

**CONSTITUTION OF THE WIGGINS AGRICULTURAL EDUCATION  
ADVISORY COUNCIL**

**SECTION A:           PURPOSES AND NAME**

ARTICLE I           Persons and agencies to whom the council is to be advisory.  
The above named council shall be advisory to Wiggins Agricultural Education department, and shall exist only during such time as it may be authorized by administration and board of education.

ARTICLE II           Operating field of council. The above named council shall operate in those fields directly included in the agricultural education department of the Wiggins High School and shall limit its activities to matters which directly concern the department of agricultural education.

ARTICLE III           Purpose and duties of council. The purpose and duties of the above named council shall be to:

1. Study the needs of the community which may be related to the work of the department of agricultural education and related fields.
2. Acquaint the administration and the board of education with the objectives and importance of the school's program of agricultural education.
3. Aid and guide the department of agricultural education in those activities which will lead towards progress.
4. Help in developing a program of agricultural education tailor-made for a particular community and based upon the crucial needs of the community.
5. Offer constructive criticism of the instruction offered and the instructional facilities and equipment available.
6. Assist in evaluating the success of the courses offered, in the light of objectives previously selected.
7. Advise regarding the program of activities (POA) and activities of the FFA Chapter.

8. Provide continuing support of the agricultural education program in order to assist the instructor in maintaining the continuity of the program within the community.
9. Correlate the work of a department with that of other agencies such as Agricultural Extension and the Soil Conservation Service, with which council and committee members may have close relationships.
10. Assist school administration and board of education by proposing policies for the agricultural education department.
11. Assist the agricultural education department in reviewing and implementing appropriate and reasonable suggestions and requests from the community.
12. Include new and innovative groups and individuals into participation in programs of a school and community as a result of their representation in council and committees.
13. Study the programs of agricultural education in other communities with the idea of encouraging the use of those practices which may be applicable to the local community.
14. Revise the objectives of the agricultural education program as warranted by study and experience.
15. Serve as an avenue of communication between the local department of agricultural education and the community.
16. Estimate or measure the progress made toward accepted objectives.
17. Provide special committees, or the nuclei of special committees, to work with various groups participating in the program of agricultural education, such as adults, young farmers, high school pupils, FFA members, FFA Alumni, supervise farming, farm mechanics, and others.

**SECTION B: MEMBERSHIP**

ARTICLE I Number of council members. Having continuity is very important to this committee and members will strive to have between five and eleven committee members.

ARTICLE II Members shall be selected to represent a cross section of the community served by the department of agricultural education.

ARTICLE III The active council will submit names of prospective council members to the Wiggins High School Committee (Agricultural Education Instructor and the Administration) for authorization and approval.

ARTICLE IV Names of such members shall be submitted annually to the Board of Education.

ARTICLE V Each appointment of an advisory council member shall be for three years. Members may serve more than one term.

ARTICLE VI The term of a new council member shall begin in the fall of the school year.

ARTICLE VII The instructor (s) of agricultural education shall attend all council meetings and the administration shall be encouraged to attend, all being ex-officio members.

**SECTION C: THE CONSTITUTIONAL CHANGES**

ARTICLE I The constitutions articles, and by-laws may be amended or added to by three-fifths majority vote of active members at any regular council meeting.

**BY-LAWS**

**SECTION A: MEETINGS**

ARTICLE I Meetings of the advisory council may be held at least two times during the school year. The meetings will be held in the Agricultural Education room of the school unless other

arrangements are made by the council or its executive committee.

ARTICLE II The advisory council or its executive committee may call special meetings of the council.

ARTICLE III Before each meeting, the Agriculture Instructor (s) shall notify each council member.

ARTICLE IV Members of the council and the agriculture instructor (s) may meet prior to the council meetings to prepare an agenda.

ARTICLE V As the need arises for standing and special committees, such committees may be appointed by the chair.

**SECTION B: OFFICERS AND THEIR DUTIES**

ARTICLE I The officer shall consist of a chair, vice-chair and a secretary.

ARTICLE II Officers shall be elected annually by a majority vote of the council members at a fall meeting.

ARTICLE III The Chair may be elected from among those members who have served on the advisory council for at least one year. The duties shall include, but not be limited to:

- A. Preside at the meetings of the advisory council.
- B. Serve as Chair of the executive committee.
- C. Appoint special committees which may include persons other than council members.

ARTICLE IV The Vice-Chair shall perform the duties of the chair in his/her absence.

ARTICLE V The Secretary will:

- A. Keep records of the attendance of members present at meetings.
- B. Keep a record of discussion and recommendations.
- C. Maintain a permanent resort file of council activities.
- D. Distribute minutes of council meetings and copies of other council documents to council members, the administration and others who may be concerned. The

assistance of school staff and use of school facilities in performing these functions shall be made available.

ARTICLE VI      The Executive Committee shall consist of the Chair, Vice-Chair, Secretary, and the Agriculture Instructor (s), as ex-officio member (s). The committee shall:

- A. Act on urgent council matters between council meetings.
- B. Prepare the agenda for council meetings if requested to do so by the advisory council.
- C. Call special meetings of the advisory council as needed.

Approved: October 5, 2011